

# **Delaware Valley School District**



## **Cafeteria Personnel**

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## **Job Descriptions**

**POSITION: CAFETERIA CASHIER**

**REPORTS TO: Cafeteria Supervisor**

**Qualifications:**

1. Must be a high school graduate.
2. Have the ability to perform essential functions.
3. Be an American citizen or qualified alien.
4. Possess a satisfactory Criminal and Child Abuse History Clearance. All clearances and trainings will be in accordance with state regulations.
5. Meet all state and federal qualifications.

**Requirements:**

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel and community agencies.
9. Possess accurate skill in caring for and recording the exchange of money.

**Essential Functions:**

The Cafeteria Cashier shall:

1. Communicate effectively in English both orally and in writing.
2. Read and comprehend written material relative to the position.
3. Set an example of a stable emotional climate for parents, staff, and students to model.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Demonstrate an ability to cooperate toward district goals.
7. As the incumbent in this non-supervisory position, may not make judgmental decisions affecting other certificated, professional staff.
8. Maintain neat and correct records.
9. Possess strong interpersonal skills.
10. Maintain confidentiality.
11. Lift boxes up to 50 pounds.
12. Possess skills to supervise students in cafeteria setting.
13. Be able to work independently, without supervision.
14. Possess good decision-making skills in pressure situations.

**Duties:**

The Cafeteria Cashier will:

1. Maintain an accurate account of the sale of school lunches through the database.
2. Be familiar with all food prices.
3. See that a record is maintained of all daily sales.
4. Count and record all daily receipts.
5. See that all receipts are turned over to the Cafeteria Supervisor.
6. Be capable of doing the job in an expeditious manner so as not to slow the serving process.
7. Maintain personal hygiene as deemed necessary by the Cafeteria Supervisor.

**Evaluation**

The position of Cafeteria Cashier will be evaluated by the Cafeteria Supervisor.

*This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.*

POSITION: HEAD COOK

REPORTS TO: Cafeteria Supervisor

**Qualifications:**

1. Must possess the following:
  - a. High school diploma
  - b. Two years of experience of preparing foods in a large-scale food service operation
2. Have the ability to perform essential functions.
3. Be an American citizen or qualified alien.
4. All clearances and trainings will be in accordance with state regulations.
5. Meet all state and federal qualifications.

**Requirements:**

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel and community agencies.
9. Possess accurate skill in caring for and recording the exchange of money.

**Essential Functions:**

The Head Cook shall:

1. Communicate effectively in English both orally and in writing.
2. Read and comprehend written material relative to the position.
3. Set an example of a stable emotional climate for parents, staff, and students to model.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Demonstrate an ability to cooperate toward district goals.
7. As the incumbent in this non-supervisory position, may not make judgmental decisions affecting other certificated, professional staff.
8. Maintain neat and correct records.
9. Possess strong interpersonal skills.
10. Maintain confidentiality.
11. Lift boxes up to 50 pounds.
12. Possess skills to supervise students in cafeteria setting.

13. Be able to work independently, without supervision.
14. Possess good decision-making skills in pressure situations.

**Duties:**

The Head Cook will:

1. Know the proper methods of preparing, cooking, baking and serving food.
2. Be familiar with the laws and regulations relating to the preparation and serving of food.
3. Be familiar with a wide variety of standard recipes.
4. Be familiar with the U.S.D.A. regulations on handling and storing food.
5. Be able to direct a large-scale food-serving program.
6. Be able to assist in the planning and organization and supervision of other cafeteria personnel.
7. Be able to assist in the keeping of inventory records and preparing inventory reports.
8. Be able to establish and maintain an effective working relationship with other personnel.
9. Be responsible for the cafeteria personnel following all directions.
10. Participate as needed in the preparation, cooking, baking, serving and storing of all food as well as necessary clean-up work.
11. Maintain personal hygiene as deemed necessary by the Cafeteria Supervisor.

**Evaluation**

The position of Head Cook will be evaluated by the Cafeteria Supervisor.

*This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.*

**POSITION: CAFETERIA WORKER**

**REPORTS TO: Cafeteria Supervisor**

**Qualifications:**

1. Must possess one of the following:
  - a. High school diploma
  - b. Experience in food preparation and serving
2. Have the ability to perform essential functions.
3. Be an American citizen or qualified alien.
4. All clearances and trainings will be in accordance with state regulations.
5. Meet all state and federal qualifications.

**Requirements:**

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel and community agencies.

**Essential Functions:**

The Cafeteria Cashier shall:

1. Communicate effectively in English both orally and in writing.
2. Read and comprehend written material relative to the position.
3. Set an example of a stable emotional climate for parents, staff, and students to model.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Demonstrate an ability to cooperate toward district goals.
7. As the incumbent in this non-supervisory position, may not make judgmental decisions affecting other certificated, professional staff.
8. Maintain neat and correct records.
9. Possess strong interpersonal skills.
10. Maintain confidentiality.
11. Lift boxes up to 50 pounds.
12. Possess skills to supervise students in cafeteria setting.
13. Be able to work independently, without supervision.
14. Possess good decision-making skills in pressure situations.

**Duties:**

The Cafeteria Worker will:

1. Wash, cut, and assemble food and ingredients as directed by the head cook.
2. Follow all applicable health and sanitation requirements.
3. Assist in the preparation of all food.
4. See that all unused foods are properly stored according to state regulations.
5. See that all equipment, dishes, and utensils are properly cleaned and stored.
6. Assist in the serving, set up of steam tables and arranging for food for transport as required.
7. Operate the dishwasher and other mechanical kitchen equipment as required.
8. Perform any other duties assigned by the head cook.
9. Maintain personal hygiene as deemed necessary by the cafeteria supervisor.

**Evaluation**

The position of Cafeteria Worker will be evaluated by the Cafeteria Supervisor.

*This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.*

**POSITION: MAINTENANCE**

**REPORTS TO: Director of Support Services**

**Qualifications**

1. Must possess a knowledge of tools and equipment.
2. Must possess a good mechanical aptitude.
3. Must have a sufficient physical strength to do manual labor.
4. Must possess the ability to understand and follow oral and written directions.
5. Must be able to complete written reports.
6. Must possess the ability to work with a variety of people.
7. Should have at least one year's prior experience in maintenance work.
8. Have the ability to perform essential functions.
9. Be an American citizen or qualified alien.
10. All clearances and trainings will be in accordance with state regulations.
11. Meet all state and federal qualifications.

**Requirements:**

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.

**Essential Functions:**

The Maintenance worker shall:

1. Communicate effectively in English both verbally and in writing.
2. Read and comprehend written material relative to the position.
3. Set an example of a stable emotional climate for parents, staff, and students.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Maintain professional attitude.
7. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.
8. Demonstrate an ability to cooperate toward district goals.
9. As the incumbent in this non-supervisory position, not make judgmental decisions affecting other certificated, professional staff.
10. Lift materials up to 50 pounds
11. Be able to work independently, without supervision.
12. Possess good decision-making skills in pressure situations.



**Duties:**

The maintenance worker shall:

1. Have a knowledge of materials and methods used in custodial work.
2. Have a knowledge of the operation and care of vacuum cleaners, scrubbing machines and all equipment used by custodial staff.
3. Be familiar with the needs of the schools electrical, plumbing, and carpentry and must be familiar with the use of the tools in these trade areas.
4. Be able to paint indoors and outdoors as needed.
5. Be able to keep playground equipment in good order.
6. Be able to assemble, repair, and install instructional and non-instructional equipment.
7. Be able to remove snow by hand, blower, or truck plow from all roadways and walks in the school district.
8. Be able to cut grass with mower or tractor and do all the trimming.
9. Be responsible to assist in the moving of furniture and equipment and delivery of supplies.
10. Be familiar with the maintenance needs of the schools in the following areas: plumbing, electrical, water systems, heating systems, carpentry, kitchen equipment, roofs, flooring, and door and window hardware.
11. Maintain personal hygiene as deemed necessary by the Director of Support Services.
12. Do any other duties as assigned by the Director of Support Services.
13. Be qualified to operate waste water treatment and domestic water systems.

**Evaluation:**

Performance of the position of Maintenance worker will be evaluated by the Director of Support Services.

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**POSITION: HEAD DAY CUSTODIAN**

**REPORTS TO: Director of Support Services**

**Qualifications:**

1. Must possess general knowledge of heating, ventilation, sanitation, and preventative maintenance.
2. Have the ability to perform essential functions.
3. Be an American citizen or qualified alien.
4. All clearances and trainings will be in accordance with state regulations.
5. Meet all state and federal qualifications.

**Requirements:**

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.

**Essential Functions:**

The head day custodian shall:

1. Communicate effectively in English both verbally and in writing.
2. Read and comprehend written material relative to the position.
3. Set an example of a stable emotional climate for parents, staff, and students.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Demonstrate an ability to cooperate toward district goals.
7. As the incumbent in this non-supervisory position, not make judgmental decisions affecting other certificated, professional staff.
8. Lift materials up to 50 pounds.
9. Be able to work independently, without supervision.
10. Possess good decision-making skills in pressure situations.

**Duties:**

The head day custodian will:

1. Maintain high standards of cleanliness, neatness, and safety.
2. Be responsible for coordinating all activities with evening custodial personnel.
3. Assume responsibility for building safety, clearing all fire exits, and checking all safety devices.
4. Maintain a daily work report noting all conditions that should be reported.
5. Participate in all building cleaning activities as required.
6. Assist the principal and buildings and custodians supervisor in developing budget requests for custodial supplies, materials, and equipment.
7. Maintain and control equipment and supply inventory.
8. Be responsible for the security of buildings including the provision of building security for all activities in the buildings on nights and weekends.
9. Check on all mechanical equipment and report any malfunction of heating or ventilation equipment. The head custodian should always be mindful of conservation of fuel, water, and electricity.
10. Perform, assist, and/or direct all routine custodial and preventive maintenance that must be done.
11. Maintain school grounds including cutting and trimming grass and shrubs, sweeping walks, moving snow and ice, keeping the grounds free of paper and debris.
12. Receive, store, and distribute school supplies to teachers as directed.
13. Clean and mop cafeteria as needed during and after lunch period.
14. Assist or direct the preparation for school events by setting up and tearing down as required.
15. Direct and be responsible for summer house cleaning of building.
16. Schedule work of other custodians on all shifts and check to see that all work is carried out.
17. Maintain personal hygiene as deemed necessary by the Director of Support Services.
18. Perform any other work as assigned by the building principal or buildings and custodians supervisor.

**Evaluation:**

Performance of the position of Head Day Custodian will be evaluated by the Director of Support Services.

*This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.*